



Capitol Connections One Industry One Voice

May 25, 2022

Hotel - Hyatt Regency Washington on Capitol Hill

ELFA's premier participation event, Capitol Connections brings ELFA members to Washington, D.C. to meet with Members of Congress and policymakers to present a united voice on the current public policy debates impacting the equipment leasing and finance industry. ELFA member participation in the political process is critical to educate policymakers on how current policy issues will affect the equipment finance sector.

Preliminary Schedule of Events

Tuesday, May 24

6:00 pm - 7:30 pm

Opening Reception

Wednesday, May 25

Business attire

7:00 am - 8:00 am

Registration: Attendees receive their *individualized meeting assignments*.

8:00 am - 9:00 am

Working Breakfast: Advocacy training and meeting preparation.

9:00 am - 5:00 pm

Capitol Connections Programming

Legislative Branch meetings – Attendees will each have their own schedule of meetings and will receive assignments on-site at the hotel.

12:00 pm - 1:00 pm

Lunch

5:30 pm - 6:30 pm

LeasePAC Reception*

(please contact Chelsea Neil for information)

6:30 pm - 8:00 pm

Closing Dinner

SPECIAL NOTES:

Due to the ongoing pandemic and the security status of the Capitol Complex, we ask that you plan for in-person and virtual meetings. ELFA asks that you bring your personal device (laptop or tablet) so you are able to attend the virtual meetings.

Attendees should plan travel arrangements to arrive the night before on May 24. This will ensure that you receive your finalized schedule and can attend the opening breakfast on May 25. Capitol Connections is a full one day program. Attendees should plan their departure for the morning of May 26.

If you have special circumstances, please contact Chelsea Neil well in advance so she can discuss with you. Since each attendee is given a specific schedule of meetings, and Congressional offices are expecting to see the attendees on the list they are given, changes in attendance must be communicated to Chelsea Neil prior to arrival.

*LeasePAC is the ONLY political action committee dedicated to supporting candidates running for federal office that support the interests of the equipment leasing and finance industry. To find out more about LeasePAC, please visit the LeasePAC website at www.elfaonline.org/advocacy/leaspac (member log-in required) or contact Chelsea Neil at 202-238-3421 or cneil@elfaonline.org.





Briefings

To prepare you, briefing webinars will be available on the issues to be discussed (May 18) and to prepare you on what to expect at a Hill meeting (May 11).

Materials will be provided on the Capitol Connections website, as well as recordings of the webinars and a link to your individualized schedule with background on the Congressional offices you will visit. Registered attendees will be given prior notice of policy updates and provided with printed materials when they pick up their registration materials on-site.

Getting There

Hyatt Regency Washington on Capitol Hill is located in the heart of the distinctive Capitol Hill neighborhood. You will find that the hotel is also a ten-minute walk from the famous National Mall, home to dozens of renowned monuments and free museums. Less than 2 blocks away is historic Union Station, offering an impressive variety of shopping, dining, entertainment and transportation alternatives.

The hotel is near the Union Station subway stop (red line), bringing the best of the capital area to your door, it's about an 8-minute walk to the hotel. It is also 15 minutes from Ronald Reagan National Airport. Approximate cost to the hotel is \$2.50 (by Metro) and \$25.00 (by taxi). Parking at the hotel is \$62 per day.

To view everything the Hyatt Regency Washington on Capitol Hill has to offer, please go to: www.hyatt.com/en-US/group-booking/WASRW/G-EQLS.

What to Wear

Business attire for the entire event.

Inquiries

For registration inquiries, contact Janet Fianko at jfianko@elfaonline.org (Note: no registrations can be made by telephone).

For questions about the conference agenda, contact Chelsea Neil at cneil@elfaonline.org.

Important Information to Remember

April 8

Last day to register for Capitol Connections.

May 2

Hotel cutoff for room reservations
(After this date, based on availability)

May 11

Capitol Connections Logistics Webinar

May 18

Issues Webinar



Registration and General Information

Fees:

There is no fee for ELFA members to attend this event.

Only current members of the Equipment Leasing and Finance Association may register for this meeting. If you are interested in joining ELFA, please call ELFA Member Services at (202) 238-3400 or visit www.elfaonline.org/Membership.

Register Online

The fastest and easiest way to register for Capitol Connections. Simply visit <https://bit.ly/3Hh9WxL> and follow the instructions.

If you need assistance, please contact Janet Fianko at jfianko@elfaonline.org.

Cancellation Policy

There are no fees to attend Capitol Connections; therefore, there are no refunds. However, ELFA will be scheduling meetings for all registrants so if you are unable to attend please contact Chelsea Neil at 202-238-3421 so your Congressional meetings can be cancelled.

Substitutions

Due to the unique participatory nature of this event, substitutions cannot usually be accommodated.



Photographs Taken at the Conference

Please Note: Photographs of speakers and attendees may be taken at this conference. These may appear in ELFA publications or on the ELFA website. By registering for this conference, you authorize ELFA the right to use any photographs taken of you during the course of Capitol Connections.

Capitol Hill Meeting Assignments

ELFA will be scheduling legislative meetings with our target list of elected officials in the House and Senate. Registered attendees will be assigned meetings based on geography to the extent possible.

Starting May 16, attendees can log into the ELFA Capitol Connections website to see a current listing of legislative meetings that have been scheduled for the attendee.

DO NOT MAKE TRAVEL ARRANGEMENTS BASED ON THESE SCHEDULES. Due to the nature of scheduling with Congressional offices, attendees' schedules will change continuously as new meetings are scheduled or other meetings are rescheduled due to the constantly changing Congressional schedule. Attendees will receive a listing of their individual schedules at registration as well as biographies for those offices they will meet with.

For tips to prepare for legislative meetings, please visit the grassroots advocacy website at www.elfaonline.org/advocacy/federal-issues/capitol-connections

Hotel Information

There is one block of rooms reserved for this meeting.

Hyatt Regency Washington on Capitol Hill: 400 New Jersey Ave NW, Washington, DC 2001. Special room rate of \$389 plus tax.

Make your reservations at: www.hyatt.com/en-US/group-booking/WASRW/G-EQLS. Phone reservations can be made at (202) 737-1234, provide your arrival and departure dates and mention the group name "ELFA Room Block" to receive the group rate.

The cut off date to make your reservation is Monday, May 2, 2022. After the cut off date, rooms are on a first come, first-serve basis and possibly at a higher rate.

ELFA Code of Professional Conduct

Thank you for choosing to enhance your professional development by participating in ELFA activities. Our goal is to ensure that we promote a safe, inclusive, and productive environment for all activity participants.

We ask that you help us make each ELFA-sponsored activity welcoming and respectful to all participants, regardless of their race, gender, gender identity and expression, age, sexual orientation, disability, physical appearance, national origin, ethnicity, political affiliation, or religion. We do not condone, nor will we tolerate harassment of our participants, including ELFA and facility staff, or the on-premise staff at host events in any form—in person or online.

Examples of harassment include offensive comments, verbal threats or demands, sexualized images in public spaces, intimidation, stalking, harassing photography or recording, sustained disruption of sessions or events, and unwelcome physical contact or sexual attention.

We expect all participants—attendees, speakers, sponsors, volunteers, and staff—to follow the Code of Conduct during the conference. This includes conference-related social events at off-site locations and in related online communities and social media. Participants asked to stop any harassing and/or non-inclusive behavior are expected to comply immediately. Conference participants violating this Code of Conduct may be expelled from the conference without a refund, and/or prohibited from attending future ELFA events, at the discretion of ELFA.

Please bring any concerns to the immediate attention of the event staff, or contact Lisa Ramirez, ELFA Vice President of Business and Professional Development, at lr Ramirez@elfaonline.org. You may also report violations by calling +1 202-238-3414. Thank you for your help in keeping this and all ELFA events professional, welcoming, and respectful to all.